

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
HONOLULU, HAWAII

March 22, 1972

MEMORANDUM 1971-23

TO: Heads of Departments and Agencies

FROM: KeNam Kim, Comptroller

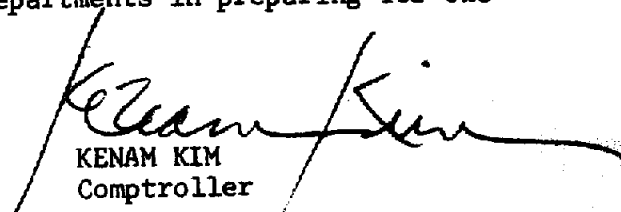
SUBJECT: Revised Payroll System

Based on our tests of final modifications to the revised payroll system completed in February, the revised system is being accepted, and an implementation date is again being set. The purpose of this memorandum is to advise all departments and agencies of the project status and to provide sufficient notice of the conversion from the existing system to the revised system.

Several times in the last two years, we have sent both general reminders to all agencies, and specific reminders to certain agencies, urging that payroll forms be more accurately filled out. The last general reminder was our Memorandum 1970-36, dated May 14, 1971. Please ask your staff preparing or processing payroll forms to refer to that memorandum and to be sure that all payroll forms are being properly submitted. The forms will provide a more direct computer input under the revised system than under the existing system, and it is necessary that they be correct to avoid improper or delayed payroll payments. It is especially important that forms prepared in April for May payrolls be carefully prepared in accordance with current instructions.

Some agencies have recently requested refresher training on procedures under the revised payroll system, and such a session is being prepared for payroll staffs to attend on an optional basis. Any agency desiring such training should contact our Systems Accounting Branch (548-7470) by April 3. A payroll volume of the Accounting Manual will be issued March 30, so that it will be available to use in connection with any training session scheduled.

Further notice will be provided as soon as a schedule, including an implementation date, can be firmed. It is hoped that this memorandum will give additional lead time that will be helpful to departments in preparing for the conversion.


KENAM KIM
Comptroller